

**SAN DIEGO CITY CIVIL SERVICE COMMISSION
TRANSFER OPPORTUNITIES
OPEN ONLY TO CURRENT CITY EMPLOYEES**

If you are interested in any of these opportunities and feel that you meet the minimum qualifications, call the Contact person no later than the date shown. Remember, the appointing authority is not obligated to interview everyone on the transfer list and may choose not to select from the transfer list at all.

Generally, to be eligible for transfer, you must:

1. Meet the minimum qualifications for the classification.
2. Be in a class for which E step is paid the same as or more than E step of the class to which a transfer is desired, and
3. Have satisfactory performance in your current position.

The requirements for a transfer are found in Personnel Manual Index Code E-7.

May 6, 2005

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INSTRUMENTATION AND CONTROL TECHNICIAN		<u>MONTHLY SALARY RANGE:</u> \$4,051 to \$4,863
FIRST DATE TO APPLY: 5/06/05	LAST DATE TO APPLY: 5/18/05	

**WATER DEPARTMENT, OPERATIONS DIVISION
5540 Kiowa Drive, La Mesa, 91942**

The Water Department, Operations Division has one permanent full-time Instrumentation and Control Technician vacancy. The work hours are 6:30 a.m. to 3:00 p.m. Monday through Friday.

DUTIES: Instrumentation and Control Technicians install, test, adjust, modify and maintain digital and analog circuitry, microprocessor controlled devices, programmable logic controllers, process control equipment, telemetry devices, sensors, and controllers on a wide variety of water and wastewater treatment process instruments and devices; write, modify and test complex relay ladder logic instruction sequences in the form of computer programs to monitor and control water or wastewater treatment processes; operate computer terminals, portable programming units or other complex electronic test equipment, to analyze and troubleshoot instrumentation and control systems; perform mathematical computations to calibrate instruments and determine values of inputs and outputs in computer programs; maintain records of work performed; and perform related duties as assigned.

QUALIFICATIONS: Experience maintaining Distributed Control Systems and 900 MHz radio controlled SCADA systems is highly desirable.

CONTACT: Please submit a letter of interest and a one-or two-page resume outlining your relevant experience and training to Eric Jimerson, Plant Process Control Supervisor, MS 85, 5540 Kiowa Drive, La Mesa, CA 91942 **by 5:00 p.m., Wednesday, May 18, 2005. NO PHONE CALLS PLEASE.** All resumes will be reviewed and the most qualified candidates may be invited to participate in an interview process.

To be interviewed for any position on this Transfer Opportunities Notice, you must be on the appropriate Personnel Department Transfer List. If you are NOT currently on the transfer list (submit a Personnel Action Request Form to Personnel prior to the last date to apply indicated above).

PAYROLL SPECIALIST II or PAYROLL SPECIALIST I (underfill)		<u>MONTHLY SALARY RANGE:</u> \$2,701 to \$3,263 \$2,583 to \$3,108
FIRST DATE TO APPLY: 5/06/05	LAST DATE TO APPLY: 5/18/05	

METROPOLITAN WASTEWATER DEPARTMENT, MOC II, 9192 Topaz Way, San Diego, CA 92123.

The MWWD/Services & Contracts Division has a vacancy for a full-time, permanent Payroll Specialist II. The work schedule for this position can range between the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday.

DUTIES: The Payroll Specialist II position will process a payroll of approximately 220 employees into the CAPPS payroll system; process new hire, termination, and promotional paperwork; present and process flexible benefits information/paperwork to employees; process and track performance evaluations; process and log payroll information such as FMLA, Out of Class Assignments, Confined Space Pay, and rotational Stand-By Pay. This position will also be responsible for tracking and submitting payroll information for Quarterly Pay for Performance and Performance Indicator Reports.

QUALIFICATIONS: Exceptional interpersonal and customer service skills.

CONTACT: Please submit a one- or two-page resume to Maureen Brungardt, via fax: (858) 292-6310; e-mail at MBrungardt@sandiego.gov; or inter-office mail at M.S. 901. Resumes must be received no later than **5:00 p.m. on Wednesday, May 18, 2005**. All resumes will be reviewed and the most qualified candidates will be invited to participate in the interview process.